App. F. IX-4

194/. (D&S)

File No. 109-41

Serial Nos. 1-5/8

Previous References.

D&S 50-27-11
" 48-34-1-6
" 74-21-1.
" 74-24-2,3,4&9

D&S 7-20-2&4
Genl Regns. 24-45-48&52

Later References.

P75. 50-49-3-4.

P-32)

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 6

Part B for ~~April~~ March 42

SUBJECT.

Economy ie the use of paper & Stationery articles ie all Offices -

SC8) To

The Superintendent Govt Dtg
" Superintendent Govt Eder
" Heads of Departments -
" Secretaries to Govt.
" Deputy Comrs of Districts

No AJ. 5350-5405 D 28-3-42.

Issues instructions in the matter of -

Economy in paper Consumption
2278
A.R.

General and Revenue Secretariat | P&S File No. | of 194 1. | [App. F. III-2

P.U.D. | Serial No.

1 A Copy of the G. Secys note of 16.12.41. in the matter of effecting economy in paper consumption is put up.

2 The Copy is sent herewith to A & R Branch for taking further action in respect of the portion marked A in para 1 of the note's.

25/12/41.

Agri. & Rural Deptt. DEC. 1941 Agri. & Forest Branch.

3 Submitted with a draft letter to the Govt. Pty. for orders.

29.12.41. 29/12

4 Now perused. Letter may be sent

29/12

5 To

The Superintendent Govt. Printing

A.R. 3339/P&S/109-41-2

Requests to be so good as to 5-1-42 30/12

suggested measures to be adopted in all offices to minimise the Consumption of paper

-376

3278
9/12

THE HINDU

FRIDAY, DECEMBER 26, 1941.

CONSUMPTION OF PAPER

STRICTEST ECONOMY ADVISED

(ASSOCIATED PRESS OF INDIA.)

NEW DELHI, Dec. 23.

While the strictest economy in the use of paper is being enforced in the various Departments of the Government of India, the public, whose consumption amounts to about five-sixths of the total consumption of paper in the country, must follow the lead given by the Government if a shortage, with a resultant rise in price, is to be avoided.

Although the Indian paper industry is working to its fullest capacity, the production of common types of paper used by the public is expected to fall short of the normal demand by about 30,000 tons. Imports are small and cannot be increased.

In their own Departments, the Government of India are aiming at a reduction of the scale of at least 25 per cent in the use of paper. They have also urged upon the Provincial Governments the need for effecting a similar reduction.

The public are however, the biggest consumers and, in their own interests, are advised by Government to undertake a vigorous economy campaign. There are many ways in which paper can be saved and none however petty it may seem by iself, should be neglected.

(7) Submitted for perusal
26/12

Chief Sec) 26/12/42

(8)

Dy Secy
Dy Sec (Pol) } 27/12

JAN 2 1942
6721

(9)

Min. Law) 29/12

(10) Chief Sec & Secretary L-SG 29/12
2/1/42

OFFICE OF THE MINISTER FOR L. S. G & P. H.
Date 3.1.1942
No. 4467

Min. LSG) 3/1/42

(11)

I think we have to take some steps in this direction.
SG
4.1.42

(12) Please call for proposals from the Surveyor

WEN. & REV. SCOTT.
5 JAN. 1942
FOREST BRANCH.

Economy in the use of paper.

227 to 236

General and Revenue Secretariat | Pts File No. | of 194 | . | [App. F. III-2

erial No.

13 Sub° with reference to paras 11 & 12 on the previous page

14 Rules regarding economy in the use of Stationery articles & the issue of special articles of Stationery are already in force vide pages 57 to 64 (Annexure II) of the Manual of the Mysore Govt. Stationery Depot. It may perhaps be due to the effect of these economy rules that many offices are applying for additional supply of stationery articles. The Supdt. Govt Stationery has (now) already addressed to suggest measures to be adopted in all offices to minimize the Consumption of paper in this office letter No. AF. 3339 / Pts. 105-41-2 dt. 5-1-1942.

In view of the above, the course of action to be taken in the matter (on the spl article in the Hindu) is for orders.

15/1/42 15 If approd, the attention of the Supdt G.P. may be drawn to the article in the Hindu dt 26/12/41

A

16 Yes, in continuation of letter dt. 1/42 ask the Supdt to explain his proposals

15/1

17 Draft Lr. for approval.

16/1

18 Issue

16/1

7 3579 To the Supdt. G.P.

writes his attention to an article (copy enclosed) on the subject in the Hindu of 26-12-41

Economy in the use of paper & Stationery articles

Res File No 109. of 1941. | General and Revenue Secretariat

Serial No. 4

Letter No. P. 2239 Dated 27th Jan. 1942 from the Supdt. Govt. printing suggesting measures to be adopted in all Offices to minimise the Consumption of paper.

Letter No. S. 1952 Dated 6th February 1942 from the Supdt. Govt. Stationery proposing that the Supply of essential Stationery & articles such as Blotting paper, ~~&~~ nibs etc may be reduced to 50% of the quantities provided in the Standing Lists of the several Offices consequent on the increase in prices of these articles due to the present emergency.

19 Previous references relating to the subject of economising the use of paper etc, (issued from time to time since 1916) are put up for kind perusal.

20 The Supdt. States that the previous rules regarding the economical use of the Stationery articles have gone out of practice & that they have to be reissued in Circular form for being strictly followed in every Office. His suggestions in this respect are detailed in his letter dated 27th January 1942.

21 The Supdt. further states in his letter of 6.2.1942 that as a measure of economy

Serial No.	
	in the present emergency ~~that~~ —
(1)	the scale of supply of essential stationery as classified in ¶ 10 of S. G. 1935 (1941) may be reduced to 50% of the quantities fixed in Standing Lists.
(2)	Articles such as blotting paper, nibs, etc., which are issued according to a fixed scale may be supplied in future at 50% of the prescribed scale
(3)	Supply of costly things such as green baize & paper weights may be deferred. &
(4)	the supply of tracing cloth, tracing paper & Castle drawing papers will be limited to 50% of the Standing List minus the quantities held in stock & he requests approval to arrangement.

Though there are several Standing orders in the matter of economical use of the stationery articles & the Officers are also being stressed upon the need for the utmost economy, applications for additional supply and also for increasing the quantities in the Standing List, has increased enormously. In each case the request is being practically granted (after consulting the Supdt. in charge as the Officer applying for the add! supply says that it would be impossible to get on with the administrative work if the add! stationery articles are not ~~added~~ supplied

Economy in the use of the Stationery articles.

2273, 2376, 2743, 2843.

P.S.S. File No. 109 of 1941. | General and Revenue Secretariat.

Serial No.

23 In view of this, the proposals of the Supdt to restrict the supply of essential Stationery etc, to 50% as also issuing of Circular instructions to the Heads of Depts etc, are Subº for orders.

Hr. 9/2 9.2.

24 The proposals of the Supdt Govt Printing may be approved in the interest of economy which has to be strictly observed in view of the abnormal rise in prices of the articles of Stationery (Refee: Minute of 1.55 Minister dy 6.1.42) (Para 11 Dew Secy)

Yes WG 12/2

by 10-2-42

Min. L S G) WG 12/2/42 by 12/2

25) Let it be 33⅓ instead of 50%. by 16.2.42

WG 16/2/42 by 16/2

Subº pr perusal.

Min. Fin & Rev & Dewan

26. WG 16/2/42 by 16/2

27) Secy 17. WG 17/2.

DEWAN'S OFFICE No. 2135

SECY. TO GOVT. 11. FEB. 1942 MYSORE

OFFICE OF THE MINISTER FOR L. S. G. & P. H. Date 14.2.42 No. 4880

OFFICE OF THE FOR F 17 FEB. 1942 No. 4861

Economy in the use of paper & Stationery articles in all the Govt. Offices.

2843

General and Revenue Secretariat | PS File No. 109 of 1941. | [App. F. III—2

Serial No.

1) Draft G.O is sub for Consideration. It is proposed to reduce the Supply by 30% issuing 70%.

6/3

2) The G.O summarises the existing procedure indicates the restricted supply of essential articles as directed in para 25. May be approved

by 9/3

3) Appd. Issue

18/3/42

by 15.3.

The Superintendent Govt Printing
" " Govt Stationery
" Heads of Departments
" Secy to Govt
" D-c's of Districts

A. Ft. 5330-5405/PS. 109-41-8 dt 28-3-42

Issues instructions in the matter of economising the use of paper and Stationery articles in Govt offices.

Economy in paper consumption. P+S/99-41-I

The price of paper has gone up and sufficient quantities are also not available for purchase. Conditions are likely to be worse in view of the situation in the East. All possible steps have to be taken from now to minimise the use of paper to the largest extent practicable, in all offices. I The Superintendent, Government Printing may, I think, be addressed by the Press section of the Secretariat, to suggest measures to be adopted in all offices to minimise the consumption of paper.

Even in the Secretariat, it should, I think be possible to reduce consumption of paper. The present rules regarding the number of typed copies to be made all orders of Government (including office copies and copies for the Press table etc) may be examined with a view to reduce the number of copies. Obsolete printed forms may be used, if they are blank on one side, for putting up routine notes and routine drafts. The number of covers may be reduced if the despatching work is centralised instead of separately in each branch as at present. Whether the printing of the weekly proceedings volume (in addition to monthly proceedings volume) may not be suspended as a temporary measure to reduce the consumption of paper has also to be consid ered. There may be scope for economy in other directions also. The Office branch may consider the question in detail and issue necessary instructions for the guidance of all branches.

If approved, this will be passed on to the concerned branches of the Secretariat for necessary action.

Intd. ANR.
16-12-41.

Minister for Finance and Revenue

Yes, Intd. KVA.
17-12-41.

Dewan

Intd. NM.
18-12-41.

Appendix F G—1]

SUBJECT... Economy in paper Consumption. 9

Section Pts.

File No. 109-41

Serial No. 2

No. A 73339

Diary No. of letter replied to.....

To

The Supdt, Govt. printing.

General and Revenue Secretariat

( )

the *193

Sir,

I am directed to state that the price of paper has gone up, that sufficient quantities are also not available for purchase, that conditions are likely to be worse in view of the situation in the East and that all possible steps have to be taken from now to minimise the use of paper to the largest extent practicable, in all offices. and to request you to be so good as to suggest (at a very early date) measures to be adopted in all offices to minimise the consumption of paper.

I have the

honour to be,

Sir,

Your most obedient

servant,

By Order,

Date of issue 5-1-42

Signed by

List of enclosures.....

Copied by.....

Examined by.....

WD 0563—GPB—30,000—6-1-39

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. A 73339 / D+S. 109-41-2 *Dated, Bangalore,* December 1941. 5-1-42

FROM

The Secretary to the Government of His Highness
the Maharaja of Mysore.
Development Department.

To

The Superintendent,

Government Printing, Bangalore.

Sir,

Subject:—
Economy in paper consumption.

I am directed to state that the price of paper has gone up that sufficient quantities are also not available for purchase, that conditions are likely to be worse in view of the situation in the East and that all possible steps have to be taken from now to minimise the use of paper to the largest extent practicable in all offices and to request you to be so good as to suggest at a very early date measures to be adopted in all offices to minimise the consumption of paper.

I have the honour to be,

Sir,

Your most obedient servant,

C. P. Srinivasa Char

for Secretary to Government,
Development Department.

Appendix F G—11

SUBJECT... .....

.....

.....

Section Pts

File No. 109-41

Serial No. 3

No. AF 3579/cue

Diary No. of letter replied to.. .....

To The Supdt. Govt. Phy.

General and Revenue Secretariat

( )

the *193*

Sir,

In continuation of this office letter No. AF 3339/Pts 109-41-2 dt 5.1.42 regarding economy in paper consumption, I am directed to invite your attention to an article (copy enclosed) on the subject in the Hindu dated 26.12.41 and to request you to expedite your proposal in the matter.

Date of issue 19-1-42

Signed by M.C.S.Char

I have &c.

by

Dr. Dewey

Hy.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

URGENT.

General and Revenue Secretariat.

No. A 73579 / D+S 109-41-3/ane

Dated Bangalore, 19th Jany. 1942.

FROM

The Chief Secretary to the Government of His Highness the Maharaja of Mysore.

Development Department.

To

The Superintendent,
Government Printing,
Bangalore.

Sir,

In continuation of this office letter No.A.F.3339/P.&.S.109-41-2 dated 5th January 1942, regarding economy in paper consumption, I am directed to invite your attention to an article (copy enclosed) on the subject in the Hindu dated 26th December 1941 and to request you to expedite your proposal in the matter.

I have the honour to be,
Sir,
Your most obedient servant,

For Secretary to Government,
Development Department.

THE HINDU.

Friday, December 26, 1941.

--

CONSUMPTION OF PAPER.

Strictest Economy advised.

(Associated Press of India).

NEW DELHI, Dec. 23.

While the strictest economy in the use of paper is to be enforced in the various Departments of the Government of India the Public, whose consumption amounts to about five-sixths of the total consumption of paper in the country, must follow the lead given bynthe Government if a shortage, with a resultant rise in price, is to be avoided.

Although the Indian paper industry is working to its fullest capacity, the production of common types of paper used by the public is expected to fall short of the normal demand by about 30,000 tons. Imports are small and cannot be increased.

In their own Departments, the Government of India are aiming at a reduction of the scale of at least 25 per cent in the use of paper. They have also urged upon the Provincial Governments the need for effecting a similar reduction.

The public are however, the biggest consumers and, in their own interests, are advised by Government to undert a vigorous economy campaign. There are many ways in wh paper can be saved and none however petty it may seem by should be neglected.

Secretary to Government,
Development Department.

P&S 109-41-4 2703

P. 2239 XXX

29. JAN. 1942

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated ...26th...January.....*1942* .

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

29 JAN. 194

To

The Secretary to Government,
Development Department,
BANGALORE.

SIR,

SUBJECT:- Economy in Paper Consumption.

With reference to your letter No.A.F.3339/P & S. 109-41-2 dated the 5th January 1942, regarding the above subject, I have the honour to state that papers of various kinds are issued from the Government Stationery Depot,

I. to all Departments of Government on Annual Indents as a part of articles of Stationery,

II. to the Government Press and the Government Branch Press, Mysore, for the printing and supply of Manuals, Reports and Forms and Registers, and

III. to the Government Press for the printing of the Mysore Gazette; the Police Gazette and the Excise Supplement.

I. The following Rules regarding more economical use of paper and envelopes in Government Offices and minimising of printing work, issued by Government from time to time in their Orders since 1921, have gone out of practice and have therefore to be re-issued in Circular form for being strictly enforced in every Office:-

A. (i) Heads of Offices should exercise the strictest economy and great discretion in the use of different qualities of paper by the various classes of officers and Officials and in the selection of paper for writing according to the importance of the subject matter. Every available stock of paper in the different offices of the State should be carefully conserved and profitably utilised.

(G.O.No.G.11372-422/G.P.24-15-52 dated the 14th Feb.1916)

P.T.O.

(ii) Both sides of paper should be used to write upon, in all offices, in all cases and for all - communications. This should be insisted upon and stringent measures adopted to stop all wasteful use. (G.O.No.G.21945-22005/P & S.7-20-3 dated 20th May 1921)

(iii) Economy in the use of Envelopes.

(a) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip without injuring the flap, so that the envelope can be used again by pasting on it another similar slip. (G.O.No.E.1757-95/P&S.74-21-9 dated 7th September '22)

(b) In the case of envelopes transmitted by post, the flap should contain instructions to the Post Office to impress its stamp on the slip only even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as directed in Office Memorandum No.M.5595-639/P & S.74-21-2, dated the 6th June 1922.

(c) Wherever practicable, combined letter envelopes should be brought into use and use of separate envelopes dispensed with.

(d) The Superintendent, Government Printing, will print slips to suit the several sizes of -- envelopes and supply them to several offices together with the combined letter envelopes.

(e) The supply of envelopes to Departments will be reduced by 50 per cent as the General observance of the above instructions is expected to result in a considerable saving in envelopes.

P.T.O.

(iv) Heads of Departments and Deputy Commissioners of Districts may be requested to co-operate in this behal and issue such subsidiary orders to their sub-ordinate offices as may be necessary to achieve the end in view A report of the action taken in this connection may be submitted by them for the information of Government - before 1st March 1942.(G.O.No.M.5501-60/P&S.74-21-1 da 1st June 1922)

3. The Superintendent, Government Stationery, may be authorised in future to issue papers to various Departments in accordance with the following scale:-

1. Writing paper for office use may be reduced to 50 per cent of the quantity fixed in the standing list of each office, ~~and~~ half this quantity being supplied in Draft Creamlaid Paper 10 lb. and the other half in Badami Foolscap 10 lb.

2. Supply of Azurelaid paper should be discontinued, ~~and~~ creamlaid Foolscap paper 14 lb. being supplied in lieu thereof, to Courts, the Police Department, the Department of Public Works and Treasury Offices, The quantity ~~being~~ may be reduced to 50 per cent of the quantity on the standing lists of the Offices.

3. All letter-heads, except those of the Secretaries to Government, may be printed on Creamlaid foolscap paper 10 lb. only, the use of Azurelaid or Typewriting thick paper being dispensed with.

II. Regarding the Printing of Administration Reports of Departments, certain returns of the Comptroller, Manuals and other Miscellaneous works, Heads of Departments may be required to carefully examine the works sent from their departments to the Press and see that printing work is reduced to a minimum.

As regards economy in the use of Forms and Registers whic

P.T.O.

which means economy in the consumption of paper, I beg to submit that the Press Committee's work for over two years has resulted in large economies in the consumption of paper as reported to Government from time to time. The Standardisation of forms of all the departments has not yet been completed and also the inspection work has not been conducted in detail throughout all the units to which annual supplies are made by the Government Press. Economy can best be secured if the standardisation of forms of all departments is completed and the inspection of all the offices throughout the State is thoroughly conducted and this can only be done effectively if a separate Accounts Officer can be set apart exclusively for this purpose. In view of this, the proposals of the Press Committee arrived at after full deliberation and communicated to Government already are for the kind consideration of Government.

The following points, however, should be given full consideration by the Heads of Departments and all Officers who indent on the Government Press for forms and registers, so that economies in the consumption of paper may be effected:-

1. To exercise utmost economy in the use of Forms and Registers.

2. To return all unnecessary stock of forms and registers to the Superintendent, Government Press, for being supplied to such other Officers who are in need of them.

3. To maintain proper accounts of the Forms and Registers received and in use in each office, so as to exercise a proper check.

4. To claim only minimum quantities in further indents on the Government Press in respect of Forms and Registers.

III. Proposals regarding the reduction in the size of type used in the printing of the Mysore Gazette and the change of formation of the Gazette which will result in large economies in the consumption of paper have been submitted to Government separately by the Press Committee in their .... No.P.C.1391 dated the 20th January 1942. The subject has been further explained in my reply

reply to the Un-Official File No.A.F.123 dated the 20th January 1942, on the subject of effecting further economies in the -- Publication of the Gazette. These changes proposed may be - kindly approved early.

I have the honour to be,

Sir,

Your most obedient servant,

SUPERINTENDENT. 27/1/42

PS. 109-41-5

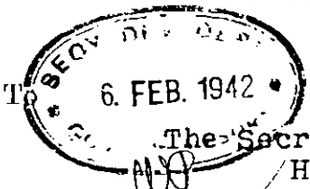
No. S. 1952.
Encls.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Bangalore, dated 5th February *1942.*

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT STATIONERY,
BANGALORE.



TO

The Secretary to Government of His Highness the Maharaja of Mysore,
Development Department,
Bangalore.

SIR,

I have the honour to submit below my proposals for reducing the expenditure under Stationery supplies, consequent on the increase in prices due to the war conditions and the difficulty in getting stocks. Proposals regarding economy in the consumption of Paper have been separately submitted to Government with letter No.P.2239,dated 27th January 1942, of the Superintendent, Government Printing.

1. The supply of Essential Stationery articles and of writing and other kinds of papers supplied to offices from the Stationery Depot may be reduced to 50% of the quantities provided in the sanctioned Standing Lists.

The scale of supply in the case of all Stationery articles was reduced to 50% of the quantities fixed in the Standing Lists, with effect from the year 1931-32 as per Economy Orders of Government date 14-9-1931. Later on, the increase in the scale of Essential Station articles only from 50% to 75% of the Standing Lists was sanctioned by Government under G.O.No.G.8966-9018/P.& S. 48-34-3, dated 5-4-1935. Subsequently, the supply was increased to 100% of the Standing Lists the case of the Essential Stationery articles from the year 1939-40 a per G.O.No.G.10205-50/P.& S.50-37-11, dated 27-6-1938. In view of the imperative need for economy at present, the scale of supply in th case of the Essential Stationery articles, as classified in G.O. date 5-4-1935 referred to above may be reduced to 50% of the quantities fixed in the Standing Lists as proposed above.

2. Stationery articles such as Blotting Paper, Steel Pen Nibs, Black Lead Pencils, Blue-Black & Red Ink Powders, Coloured Pencils

India Rubber etc., which are issued according to a fixed scale, may be supplied at 50% of the prescribed scale in future.

3. Supply of costly periodical articles such as Green Baize and Paper Weights may be deferred.

4. The prices of Tracing Cloth, Tracing Paper and "Castle" Drawing Papers have risen very high and the difficulty in getting stocks has increased. To regulate the supply of these articles so as to keep the expenditure to the minimum and guard against excessive use in the consuming offices, the Heads of Departments to whom these are being supplied, have been addressed to furnish information regarding the stock held in the various offices and supplies will be limited to 50% of the Standing List minus the quantity held in stock. This may be kindly approved.

I have the honour to be,

Sir,

Your most obedient servant,

Superintendent 9/2/42
Government Stationery Depot.

SUBJECT .....

.....

.....

10 Copies (clear)

VI

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the 193 .

Date of issue 28-2-42 193 .

Signed by .....

Section Pts

File No. 109-41

Serial No. 8.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

The undermentioned G.o's laying down instructions in the matter of economical use of the stationery articles in the Govt. offices.

G.O No. G. 11372 – 422 / G.P. 24-15-52 dt. 14.2.1916.

G.O No G. 21948–22005 / pts. 7 [redacted] dt. 20.5.2

G.O No. M. 5501 – 60 / pts 74-21-1 dt 1-6-1922

O.M. No. M. 5595 – 639 / pts 74–21–2 dt 6.6.1922

G.O No. E 1737 – 95 / pts 74-21 – dt 7.9.1922

~~Order thereon.—No.~~

G.O No. G 8966-9018 / pts 48-34-3 dt 5.4.35

G.O No. G. 10205 – 50 / pts 50-37-11 dt. 27.6.38

2. Letter No. P. 2239 – dt. 27-1-1942 from the Supdt. Govt. Pty. suggesting certain measures to be adopted to minimise the consumption of paper in all offices.

3. Letter No. S. 1952 – dt. 6.2.1942

May this be—

(i) printed? A.

(ii) treated as a standing order? B.

(iii) published in the Gazette, English Part? G.

(iv) translated? F.

(v) placed at the disposal of the press? C.

(vi) published in the Gazette, Kannada Part? W.

Z.

from the Supdt, Govt. Stg. submitting proposals for the reduction of the scale of supply of the essential stationery articles.

Order AT 5230-52052 28-3-42

1. In view of the abnormal rise in prices of paper & stationery articles and of the difficulty in obtaining supplies due to the present international conditions, ~~and of the need to economise the consumption~~ of paper etc, to the largest exent ~~practicable in all offices, has arisen~~ ~~conflict~~ Govt have examined the question of minimising the consumption (paper, etc.) of ~~these articles~~ to the largest extent practicable in all offices and have considered the views of the Supdt, Govt Stg & the Supdt, Govt. Stg in this behalf. and are pleased to lay down/issue ~~in suppression of all previous orders on the subject~~ / in continuation of the previous orders in the matter, ~~(consolidating at the same time all those previously issued in the matter)~~ the following / instructions for strict guidance ~~to be strictly followed~~ in all offices.

A Economy in the use of paper & stationery articles.

Heads of Offices should exercise the

List of Enclosures

Copied by

Examined by

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

Strictest economy & great discretion in the use of different qualities of paper by the various classes of Offices & officials & in the selection of paper for writing according to the importance of the subject matter. Every available stock of paper in the different offices of the State should be carefully conserved & profitably utilised.

ii Both sides of paper should be used to write upon, in all offices, in all classes & for all communications. This should be insisted upon & stringent measures adopted to stop all wasteful use.

iii Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address & other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip without injuring the flap, so that the envelopes can be

used again by pasting on it another similar slip.

iv In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected & returned to the office of issue after taking the contents so that the covers may be used again by pasting small slips to the cut end.

v. Wherever practicable, Combined letter envelopes should be brought into use & the use of separate envelopes dispensed with.

vi The Supdt, Govt. Plg will print slips to suit the several sizes of envelopes & supply them to several offices together with the Combined letter envelopes.

vii The supply of envelopes to the Department will be reduced by 30 per cent as the general observance of the above instructions

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

is expected to result in a considera saving in envelopes.

viii Half the quantity of writing paper for office use will be supplied in draft creamlaid paper 10 lbs. & the other half in cadami foolscap 10 lbs.

ix Supply of azurelaid paper will be discontinued, Creamlaid foolscap paper 14 lbs. being supplied in lieu thereof, to Courts, the police Deptt, the department of public works & Treasury Offices.

x All letter-heads except those of the Secys. to Govt will be printed on creamlaid foolscap paper 10 lbs. only, the use of azurelaid or typewriting thick paper being dispensed with.

xi The ~~Stock of~~ supply of essential Stationery articles (as classified in G.O.Rt G. 89 66-9018 / pts 48-34-3 & S.U. 35) and of writing & other kinds of papers to Offices from the Stationery Depot will be reduced by 30% of the

quantities provided in the Standing Lists.

xii Supply of Stationery articles such as Blotting paper, Steel nibs, pencils, Ink powders Rubber, etc, which are ~~issued~~ issued according to a fixed scale will be ~~supplied~~ limited to at 70% of the prescribed scale in future.

xiii Supply of costly periodical articles such as green baize & paper weights will be deferred.

B Economy in the use of forms & registers.

The Heads of Depts and all other Indenting Officers will exercise the utmost economy in the use of forms & registers & return all unnecessary stock of forms & registers to the Supdt. Govt. Ptg. who will supply them To such other offices as are in need of the same. They are also requested to maintain only the minimum quantity & maintain proper accounts of the forms & registers received & used in each office.

2. The Heads of Depts ~~are requested~~ will carefully examine the works such as the printing of administration reports of departments, returns to the Comptr. Manuals & other miscellaneous

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

works, Lairt. from their departmen
& the press & see that the
printing work is reduced to a
minimum.

3. The Heads of Depts & D.C's
are further requested to co operate in
this behalf & issue such subsidiary
orders to their subordinate offices
as may be necessary to achieve
the end in view. A report of action
taken in this connection may be
sent for the information of Govt
before 1st May 1942.

Subject to approval.
Hr. My remarks

UO
1893/42

Dev Ley
993/42 Hr.

To the Supdt. Govt. Ptg.
" Supdt. Govt. Stg.
" Heads of Depts.
" Secys to Govt.
" D C's of Dts.

" Bo.

Government of His Highness the Maharaja

GENERAL AND REVENUE DEPARTMENTS

paper & stationery articles.

Issues instructions in the matter of economising the use of ———

G. O. No. A 75330-5405 DATED 28-2-42
Q 1 = 109-41-8

May this be

i. printed? . . . . . yes. ✓

ii. treated as a standing order? . . . . . ~~yes~~ not necessary

iii. published in the Gazette, English Part? not necessary

iv. translated? . . . . . No. ✓

v. placed at the disposal of the Press? ——— not necessary

vi. published in the Gazette, Kannada Part? . . . Not necessary

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. F. 5330-5405—P. & S. 109-41-8, dated 28th March

Paper and Stationery Articles.

Issues instructions in the matter of economising the use of —— in Government Offices.

READ—

The undermentioned Government Orders laying down instructions in the matter of economical use of the stationery articles in the Government Offices :—

Government Order No. G. 11372-422—G. P. 24-15-52, dated 14th February 1916.
Government Order No. G. 21945-22005—P. & S. 7-20-3, dated 20th May 1921.
Government Order No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.
Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated 6th June 1922.
Government Order No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.
Government Order No. G. 8966-9018—P. & S. 48-34-3, dated 5th April 1935.
Government Order No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1938.

2. Letter No. P. 2239, dated 27th January 1942, from the Superintendent, Government Printing, suggesting certain measures to be adopted to minimise the consumption of paper in all offices.

3. Letter No. S. 1952, dated 6th February 1942, from the Superintendent, Government Stationery, submitting proposals for the reduction of the scale of supply of the essential stationery articles as a measure of economy.

ORDER No. A. F. 5330-5405—P. & S. 109-41-8, DATED BANGALORE, THE 28TH MARCH 1942.

In view of the abnormal rise in prices of paper and stationery articles and of the difficulty in obtaining supplies due to the present international conditions, Government have examined the question of minimising the consumption of paper, etc., to the largest extent practicable in all offices and have also considered the views of the Superintendent, Government Printing, and the Superintendent, Government Stationery, in this behalf and are pleased to issue the following instructions in continuation of the previous orders in the matter, for strict guidance in all offices :—

A. ECONOMY IN THE USE OF PAPER AND STATIONERY ARTICLES.

(*i*) Heads of offices should exercise the strictest economy and great discretion in the use of different qualities of paper by the various classes of officers and officials and in the selection of paper for writing, according to the importance of the subject matter. Every available stock of paper in the different offices of the State should be carefully conserved and profitably utilised.

(*ii*) Both sides of paper should be used to write upon, in all offices, in all classes and for all communications. This should be insisted upon and stringent measures adopted to stop all wasteful use.

(*iii*) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed [illegible] this slip. The addressee will, in opening the envelopes, merely cut across the [illegible] envelopes can be used again by pasting on

(*iv*) In the case of envelopes transmitted by post, the flap should contain instructions to the Post Office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue after taking the contents so that the covers may be used again by pasting small slips to the cut end.

(*v*) Wherever practicable, combined letter envelopes should be brought into use and the use of separate envelopes dispensed with.

(*vi*) The Superintendent, Government Printing, will print slips to suit the several sizes of envelopes and supply them to several offices together with the combined letter envelopes.

(*vii*) The supply of envelopes to the departments will be reduced by 30 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

(*viii*) Half the quantity of writing paper for office use will be supplied in draft creamlaid paper 10 lb. and the other half in badami foolscap 10 lb.

(*ix*) Supply of azurelaid paper will be discontinued, creamlaid foolscap paper 14 lb. being supplied in lieu thereof, to Courts, the Police Department, the Department of Public Works and Treasury Offices.

(*x*) All letter-heads except those of the Secretaries to Government will be printed on creamlaid foolscap paper 10 lb. only, the use of azurelaid or typewriting thick paper being dispensed with.

(*xi*) The supply of essential stationery articles (as classified in Government Order No. G. 8966-9018—P. & S. 18-34-3, dated 5th April 1935) and of writing and other kinds of papers to offices from the Stationery Depot will be reduced by 30 per cent of the quantities provided in the standing lists.

(*xii*) Supply of stationery articles such as blotting paper, steel nibs, pencils, ink powders, rubber, etc., which are issued according to a fixed scale will be limited to 70 per cent of the prescribed scale in future.

(*xiii*) Supply of costly periodical articles such as green baize and paper weights will be deferred.

B. ECONOMY IN THE USE OF FORMS AND REGISTERS.

The Heads of Departments and all other indenting officers will exercise the utmost economy in the use of forms and registers and return all unnecessary stock of forms and registers to the Superintendent, Government Printing, who will supply them to such other offices as are in need of them. They are also requested to claim only the minimum quantities of forms and registers in future and to maintain proper accounts of the forms and registers received and used in each office.

2. The Heads of Departments are requested to examine carefully works such as the printing of administration reports of departments, returns to the Comptroller manuals and other miscellaneous works, sent from their departments to the Press and see that the printing work is reduced to a minimum.

3. The Heads of Departments and the Deputy Commissioners are further requested to co-operate in this behalf and issue such subsidiary instructions to their subordinate offices as may be necessary to achieve the end in view. A report of action taken in this connection may be sent for the information of Government before 1st May 1942.

V. VEDAVYASACHARYA,
Secretary to Government,
Development Department.

To—The Superintendent, Government Printing.
The Superintendent, Government Stationery.
The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.

Exd.—C. K.

WD 8332—GPB—720—13-4-42

(ii. Supply of costly periodical articles such greek baise paper weights will be deferred.

B. Economy in the use of forms and registers:

The Heads of Departments and all other indenting officers exercise the utmost economy in the use of forms and registers return all unnecessary stock of forms and registers to the erintendent, Government Printing, who will supply them to such er offices as are in need of them. They are also requested to only the minimum quantities of forms and registers in future to maintain proper accounts of the forms and registers received used in each office.

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K Ramaswamy

Secretary to Government,
Development Department.

The Superintendent, Government Printing,
" Superintendent, Government Stationery,
" Heads of Departments,
" Secretaries to Government,
" Deputy Commissioners of Districts.